



RECORDS RETENTION AND DISPOSITION SCHEDULE

Transportation, Indiana Department of. Traffic Division.

Agency: Traffic Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	86-386	TRAFFIC SIGNAL COMMISSION NUMBERS Since 1966, any traffic control signal or related device installed on the state highway system receives a Commission Number. The number identifies the type of signal and county. Commission Numbers are assigned to conventional traffic signals, intersection control beacons (flashers), pedestrian hybrid beacons & Rectangular Rapid Flashing Beacons (RRFBs), and Rural Intersection Conflict Warning Systems (RICWS). An electronic database contains that information along with related content such as installation date. An electronic image of that database is printed in a hard copy form (Record Book) for reference use; arranged by county, type of signal, and record entry date. INDOT's Traffic Administration Office maintains the database and Book. At the end of each calendar year, the status of the database is captured for purposes of state agency record retention. This electronic record contains that once-a-year image.	TRANSFER one (1) copy of electronic records along with an index to the INDIANA ARCHIVES in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. Maintain agency copies of electronic records permanently for agency reference use.
2	85-882	ENGINEERING STUDIES An engineering study is undertaken to determine merit, cost, etc. of installing a traffic control device (signal, sign, pavement marking) or highway lighting, making geometric improvements (e.g. adding auxiliary intersection turn lane, improving sight distance), adding or modifying/expanding an intersection, interchange, or road segment, or similar road improvement. Such studies are generally carried out relative to a traffic mobility (congestion) or safety concern originating internally or externally to the agency. The product of the engineering study typically consists of a written report, memo, or letter of findings, analysis, and background information, among other elements, depending on the nature/topic, complexity, and intensity of the study. This electronic record contains those engineering reports.	TRANSFER one (1) copy of electronic records along with an index to the INDIANA ARCHIVES in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, ten (10) years after a study has become inactive and not been reactivated. MAINTAIN agency copy of electronic records permanently for agency reference use.
3	85-885	OFFICIAL ACTION An Official Action (OA) is taken by INDOT on principally regulatory traffic control highway and street signs, exercising authority and responsibility assigned to the Department by Indiana code. OAs are also associated with new traffic control signals or intersection control beacons (flashers), as well as select traffic control pavement markings. An OA remains in effect until rescinded by the appropriate authority. This electronic record contains those Official Actions with associated analysis and correspondence.	TRANSFER one (1) copy of electronic records along with an index to the INDIANA ARCHIVES in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use.
4	2019-17	LARGE OVERHEAD SIGN STRUCTURE AND LIGHTING HIGH MAST TOWER INSPECTIONS INDOT Traffic Administration conducts regular inspections of all large overhead sign structures and lighting high mast towers to record the physical condition of their various structural components. Findings of those field inspections are documented in this electronic record.	TRANSFER one (1) copy of electronic records along with an index to the INDIANA ARCHIVES in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. Maintain agency copies of electronic records permanently for agency reference use.